

**Indiana SPF SIG
Training and Outreach Workgroup Meeting
May 16, 2007**

Attending: Eric Martin, Marcia French, Kim Manlove, Janice Lee, Jessica Parks, Rebecca Smith, Lisa Hutcheson, Paula Parker-Sawyers, April Angermeier

Minutes – previous meetings minutes were distributed and approved

SPF SIG Award Process

Marcia gave an update on the SPF SIG award process. Marcia has met with all 13 awardees and all contract negotiations have been completed and sent to DOA for approval. Everyone but the AG has seen the contracts – hopefully the contracts are on track for a July 1 distribution date. During the meetings with Marcia, budgets were negotiated and all awardees will receive the same amount of \$165,000 per year. Marcia also discussed benchmarks and expectations with the awardees.

Those applicants which did not receive funding can still attend SPF SIG training sessions, but aren't eligible for personalized TA under the grant. If they have their own funding, they can contract with the IPRC or other resource to assist in their program development and other aspects of the SPF SIG process. Marcia reported that two applicants that were not funded have stated they will still employ the SPF SIG process in their community to address substance abuse. Applicants who did not receive awards are permitted to receive reviewer comments but not scoring or ranking information.

Readiness Assessment

Because the contract negotiations were completed earlier than anticipated, Paula was not available to meet with grantees to do their organizational assessment. Marcia, Paula, Eric W. and Janice will meet to evaluate the ranking of the awardees and their need for TA and training. They will then schedule one on one meetings with communities to conduct community/organization assessments.

Discussion

Eric M. commented he was having difficulty developing an assessment tool that will capture the training and TA needs of the awardees because the issues are much more complex and nuanced than a simple questionnaire. Lisa made a suggestion that perhaps a different approach could be taken where teams would "interview" awardees and ask open ended questions about the process (ex: Tell me how you have done a community assessment? How do you know you have captured all information you need?).

Eric suggested a focus group format instead of the original intention to interview at least 30 people from the community. This would allow the awardees to invite key stakeholders to the focus group and others who would have an interest in or ability to impact the SPF SIG process and grant implementation in the community. These focus groups can be done as part of the initial site visits to the awardees, focusing on those

communities which currently appear to need more assistance. When Marcia and the others meet, they will “rank” awardees to determine which sites need to be visited first. Marcia iterated that throughout the process, we need to ensure that benchmarks are aligned with the evaluation component. Rebecca suggested a third “neutral” person to attend the site visit focus groups to serve as a recorder and also an observer who has the capacity to assess group dynamics and any underlying issues.

MVOV Conference

The dates for the MVOV conference are August 1-2. SPF SIG has been awarded 4 track slots: logic model, developing mission, strategic planning, and cultural competency.

Paula will be conducting the cultural competency and one other session, Rebecca S. will conduct one, and Eric M. will do the logic model session.

Bench Marks (for review)

The following is the ideal timeline for SPF SIG grant awards process:

May 11 – during this week grant awards will be announced

May 14 – contract negotiations with SPF SIG awardees (all negotiations completed by

May 16 – will also include updating their organizational assessment)

May 18 – final date for contracts to be submitted to DOA

June – contracts proceed through the state’s financial process

July 1 – awards made

July 2 – first mandatory training for SPF SIG awardees

July 9 – site visits to all recipients (Kim and team will visit southern recipients, Marcia and team will visit northern recipients)

Newsletter

Jessica gave an update on the newsletter and said the next issue will go out in a couple of weeks. Suggestions for future newsletters – continue segments of SPF SIG process beginning with the SEOW report.

Next meeting: May 29th , 8:30 in the DMHA conference room (the workgroup will meet every other week for the foreseeable future)

Submitted by: Lisa Hutcheson